

REQUEST FOR PROPOSALS

***SUPERIOR COURT OF CALIFORNIA, COUNTY OF
ALAMEDA***

(1 OF 2)

REGARDING:

*Contractor Services for Government Performance and Results Act
– Drug Court*

RFP: SC 012/032

PROPOSALS DUE:

JANUARY 4, 2013 NO LATER THAN 2:00 P.M. PACIFIC TIME

1.0 BACKGROUND INFORMATION

Drug Court is a special court given responsibility to handle cases involving substance-abusing offenders through comprehensive supervision, drug testing, treatment services and immediate sanctions and incentives.

Drug Court programs bring the full weight of all interveners (judges, prosecutors, defense counsel, substance abuse treatment specialists, probation officers, law enforcement and correctional officers, education and vocational experts, community leaders and others) into the fold, forcing the offender to deal with his or her substance abuse problem from every angle.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

The Court seeks the services of a Contractor with experience in interviewing court participants and the input of sensitive data to a secure system.

Under Government Performance and Results Act (GPRA) requirements of the funding agency the Substance Abuse and Mental Health Services Administration (SAMHSA) the court is required to set program-specific performance targets, measure program performance on a regular basis against those targets, and report annually to SAMHSA. In short, GPRA is intended to increase program effectiveness and public accountability by promoting a focus on results, service quality, and customer satisfaction.

The Contractor will interview up to 160 individuals to measure factors that include substance use, criminal activity, mental and physical health, family and living conditions, education/employment status and social connectedness.

The interviewer may be a clinician or a consultant who receives training in use of the GPRA tool. The interviewer uses an internet based program with an assigned user name and password to enter the answers (data) with clients identified by a grantee assigned numeric identifier. Court participants sign a waiver/release and the interviewer(s) signs a confidentiality agreement.

The required data collection points are:

- Intake/baseline;
- 6-month post-intake (grantees are required to conduct face-to-face 6-month post-intake GPRA follow-up interviews on every client regardless of the client's status, even if the client is discharged before the scheduled follow-up date.); and
- Discharge (regardless of when this occurs).

This will be a three (3) year contract, with each year renewal dependent upon grant funding.

3.0 TIMELINE FOR THIS RFP

The Court has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Court.

EVENT	DATE
RFP issued	12/14/2012
Deadline for questions	12/21/2012
Questions and answers posted	12/27/2012
Latest date and time proposal may be submitted	1/4/2013
Evaluation of proposals (estimate only)	1/8/2013
Notice of Intent to Award (estimate only)	1/10/2013
Negotiations and execution of contract (estimate only)	1/15/2013
Contract start date (estimate only)	1/15/2013

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: Court Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign a Court Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.

Attachment 4: Darfur Contracting Act Certification	If Proposer has had business activities or other operations outside of the United States within the previous three years, Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 5: CSAT GPRA Client Outcome Measures Survey Instrument	The survey instrument is required for GPRA reporting purposes.

5.0 SUBMISSIONS OF PROPOSALS

- 5.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 5.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
- The Proposer must submit **one (1) original and three (3) copies** of the technical proposal. The original must be signed by an authorized representative of the Proposer. The Proposer must write the RFP title and number on the outside of the sealed envelope.
 - The Proposer must submit **one (1) original and three (3) copies** of the cost proposal. The original must be signed by an authorized representative of the Proposer. The original cost proposal (and the copies thereof) must be submitted to the Court in a single sealed envelope, separate from the technical proposal. The Proposer must write the RFP title and number on the outside of the sealed envelope.
- 5.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP to:
- Irma Stephens
Superior Court of California, County of Alameda
1225 Fallon Street Room 210
Oakland, CA 94612
- 5.4 Late proposals will not be accepted.
- 5.5 Only written proposals will be accepted. Proposals must be sent by registered or certified mail, courier service (e.g. FedEx), or delivered by hand. Proposals may not be transmitted by fax or email.

6.0 PROPOSAL CONTENTS

6.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.

- a. Proposer's name, address, telephone and fax numbers, and federal tax identification number. Note that if Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
- b. Name, title, address, telephone number, and email address of the individual who will act as Proposer's designated representative for purposes of this RFP.
- c. For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.
- d. Prospective vendors will offer a management plan that proposes a method to collect survey information and complete the work.
 - i. List specific ability to encourage participant cooperation with taking long surveys.
 - ii. Describe how you will maintain regular contact with court staff to facilitate report production.
 - iii. Describe how you will remain current in the input of data to the SAMHSA reporting system.
 - iv. Ability to utilize and incorporate feedback from the SAMHSA Review committee consisting of federal program officers in charge of the grant and to recommend the improvement of services based upon information from SAMHSA.
- e. Acceptance of the Terms and Conditions.
 - i. On Attachment 3, the Proposer must either indicate acceptance of the Terms and Conditions or clearly identify exceptions to the Terms and Conditions. An "exception" includes any addition, deletion, qualification, limitation, or other change.
 - ii. If exceptions are identified, the Proposer must also submit a red-lined version of the Terms and Conditions that clearly tracks

proposed changes, and a written explanation or rationale for each exception and/or proposed change.

f. Certifications, Attachments, and other requirements.

Proposer must include the following certification in its proposal:

- i. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or rule 10.103 or rule 10.104 of the California Rules of Court, which restrict employees and former employees from contracting with judicial branch entities.
- ii. If Proposer has had business activities or other operations outside of the United States within the previous three years, Proposer must complete the Darfur Contracting Act Certification (Attachment 4) and submit the completed certification with its proposal.
- iii. If Proposer is a corporation, proof that Proposer is in good standing and qualified to conduct business in California.

g. Technical Proposal Evaluation Criteria (60%)

Proposals will be evaluated against the questions set out below:

- i. How well has the prospective vendor demonstrated a thorough understanding of the purpose and scope of the project?
- ii. How well has the prospective vendor identified pertinent issues and potential problems related to collecting data from participants?
- iii. Has the prospective vendor demonstrated an understanding of the court's time schedule and can meet it?
- iv. How well does the management plan offered by the prospective vendor support all of the project requirements?
- v. How well is accountability completely and clearly defined?
- vi. How well does the prospective vendor's plan illustrate the lines of authority and communication?
- vii. To what extent does the prospective vendor have the hardware, software, equipment, and licenses necessary to perform the contract?

- viii. Does it appear that the prospective vendor has the qualification necessary to conduct interviews and collect sensitive data?

6.2 Cost Proposal (40%)

The proposal will be evaluated (40%) upon the complete details provided in the cost proposal. The following information must be included in the cost proposal.

- i. A detailed line item budget showing total cost of the proposed services.
- ii. A full explanation of all budget line items in a narrative entitled “Budget Justification.”
- iii. A “not to exceed” total for all work and expenses payable under the contract, if awarded.

NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

7.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

8.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The Court will evaluate the proposals on a 100 point scale using the criteria set forth in Sections 6.1 (g) and Section 6.2. Award, if made, will be to the highest scored proposal.

CRITERION	MAXIMUM NUMBER OF POINTS
Technical Proposal	60
Cost Proposal	40

Acceptance of the Terms and Conditions	Required for consideration
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9.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

One copy of each proposal will be retained by the Court for official files and will become a public record. California judicial branch entities are subject to rule 10.500 of the California Rule of Court, which governs public access to judicial administrative records see www.courtinfo.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500.

If information submitted in a proposal contains material noted or marked as confidential and/or proprietary that, in the Court’s sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed upon a request for access to such records. If the Court finds or reasonably believes that the material so marked is **not** exempt from disclosure, the Court will disclose the information regardless of the marking or notation seeking confidential treatment.

10.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The Court has waived the inclusion of DVBE participation in this solicitation.

11.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the Court to receive a solicitation specifications protest is the proposal due date. Protests should be sent to:

Court Executive Officer
Superior Court of California, County of Alameda
1225 Fallon Street Room 209
Oakland, CA 94612